

# DEPARTMENT OF ALCOHOL AND DRUG PROGRAMS

## POSITION DUTY STATEMENT

Name: Vacant	Division: Program Services Division – Treatment - Fiscal Management and Accountability Branch
Classification: Associate Governmental Program Analyst (AGPA)	Working Title: Fiscal Analyst
Position Number: 798-414-5393-733	Collective Bargaining Unit/ID: R-01
Effective Date:	Conflict of Interest Category: N/A
<p>1) Supervision Received: Under the direction of the Staff Services Manager I, Fiscal Management and Accountability Branch, the incumbent will perform journey-level staff work related to fiscal issues of alcohol and other drug programs and will ensure that Federal and State requirements are met at all times with respect to protected health information.</p> <p>2) Supervision Exercised: None. May act as lead analyst.</p> <p>3) Physical Demands: The ability to sit for extended periods of time; to operate a computer terminal; sit, stand, speak, see, hear to give presentations and participate at meetings, etc., and interact with other staff; extensive oral communication. Have manual dexterity sufficient to push buttons on keyboard, calculator, photocopy machine, FAX, telephone/cell phone, and training equipment; grasp/handle mouse, papers, small objects, and manuals. Push/pull and bend/stoop/squat to reach below or above waist level; reach above shoulder level; bend at the neck to review and read material; occasionally lift/carry up to 20 pounds. The ability to drive a vehicle, to travel statewide by means of public transportation, and to maneuver personal luggage.</p> <p>4) Job Description: (Please indicate the percentage and description in the tables provided below)</p>	

## ESSENTIAL FUNCTIONS

%	Job Description
25%	Independently review and approve alcohol and drug proposals from counties and/or direct contract providers for amendment of the contracts to ensure conformity with fund allocations, legal requirements, and department policies. Work with county alcohol and drug program administrators and direct contract providers to resolve issues, budget problems, and potential audit areas. Identify unresolved issues and recommends solutions to management. Prepare contract requests, notice of allocation revisions, correspondence, and budget worksheets.

## SIGNATURES

<p>I have read and discussed these duties with my supervisor:</p>   <div style="display: flex; justify-content: space-between;"> <div style="width: 60%;">Employee's Signature</div> <div style="width: 40%;">Date</div> </div> <hr/> <p>Position classification approved:</p>  <div style="display: flex; justify-content: space-between;"> <div style="width: 60%;">Personnel Analyst</div> <div style="width: 40%;">Date</div> </div>	<p>I certify that the above accurately represents the duties of the position:</p>   <div style="display: flex; justify-content: space-between;"> <div style="width: 60%;">Supervisor's Signature</div> <div style="width: 40%;">Date</div> </div>
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**ESSENTIAL FUNCTIONS**

<b>%</b>	<b>Job Description</b>
20%	Conduct in-depth analyses of county and/or direct provider cost reports using standard checklists and procedures. Reconcile the final allocation figures and accounting payment history with cost report and provide technical assistance to counties and/or direct providers to reconcile errors. Prepare settlement worksheets, update data systems, and prepare settlement letters.
10%	Responsible for assisting with the maintenance of information within the Department's Master Provider File database. This includes coordination activities with internal and external stakeholders.
10%	Provide assistance in the development, testing, and production of all new fiscal systems, software upgrades, and platform changes. Assist with recommendations on improvements to the fiscal system and processes in order to maintain system integrity. Assist in the review of regulations for further automation and make recommendations on what needs to be accomplished for current and new fiscal systems.
10%	Represent the Department, Division, and Branch in various meetings and workshops regarding fiscal and program issues that may include other department divisions as well as provider, county, state, and federal agencies, cost reports, and contracts.
5%	Independently prepare procedures and checklist for review of county and/or direct provider year-end cost reports or contracts.
5%	Within established administrative policies and procedures, develops budget change proposals and related documents for the provision of substance use treatment services. Researches and collects data to write issue, policy, briefing papers, and correspondence related to general inquiries and requests for information; prepares legislative bill reviews and analyses.

**NON-ESSENTIAL FUNCTIONS**

<b>%</b>	<b>Job Description</b>
5%	Provide technical assistance and training as necessary.
5%	Maintain system files and corresponding documentation related to fiscal allocations, expenditures, reconciliation, and other fiscal data for managing and reporting activities of the program. Handle special assignments and projects related to cost reports, contracts, and system changes.
5%	Independently perform other AGPA duties as required to meet workload demands.